

## National Roster of Environmental Dispute Resolution and Consensus Building Professionals

### Frequently Asked Questions About Roster Search Results

#### **What practitioner neutrals are on the roster?**

Each practitioner listed on the roster has met specifically defined entry criteria. Each practitioner has:

1. served as the principal professional for at least **200 case hours** in two to ten environmental cases
2. *and* accumulated a total of **60 points across three categories**: additional case experience/complex case experience; experience as a trainer or trainee; and substantive work/volunteer/educational experience in fields related to Alternative Dispute Resolution/Environmental Conflict Resolution, such as law, science, public administration, planning, etc.

More detailed information about the roster entry criteria is available at [http://www.ecr.gov/r\\_entry.htm](http://www.ecr.gov/r_entry.htm).

#### **How does the referral, advice, and assistance process work?**

A stakeholder or other interested person contacts the Institute. The Roster Manager, Joan Calcagno, gathers information from this person and provides advice to ensure a successful selection process and to identify a specific combination of the search criteria collated to best meet the characteristics, criteria, and priorities most likely to result in appropriate practitioners. For example: the appropriate geographic limits for the search, the services needed, the type of case/issues involved, the scale of the dispute/situation, size, level of decision-making and complexity of the situation, and other information appropriate to selecting a pool of candidates.

The Roster Manager selects from the available **search criteria**:

- The state in which the services are needed (the practitioner's location)
- The type of services needed (mediation, facilitation, consensus-building/policy dialogues, regulatory negotiations, superfund allocation, neutral evaluation/fact finding, conflict assessment/process design, dispute system design)
- The type of case experience the practitioner has (from a list of 39 environmental issues)
- The scale of the case/controversy (local/community; state/regional; national; international)
- The geographic areas in which the practitioner has worked (from 13 geographic areas, including foreign countries)

- Special expertise:
  - as a trainer
  - with complex cases with more than 10 parties
  - language skills
  - special project needs (logistical support for complex cases, meeting summaries and reports, language translation/interpretation; information management/ computer support; access to technical experts; access to other ADR providers; evaluation of ADR processes)
- Education and professional experience (from a list of 18 subject areas related to conflict resolution/alternative dispute resolution)

The search is run in different combinations and narrowed or expanded depending on the number of practitioners from the initial search results and the purpose of the search. The roster referral system can also be enhanced through contact with existing programs and networks of environmental practitioners familiar with the issues in their respective states and regions.

The Roster Manager reviews the profiles of the practitioners who meet the selected criteria and often has follow-up contact with the requestor, to narrow the search to the number that suits the requestor's purpose. **Practitioner Profiles** are printed and sent to the requestor with two informational pieces; one explaining the search results and one providing guidance on the process of selecting a neutral.

The Roster Manager can also provide advice about or assistance with the process of working with other participants in selecting an appropriate neutral.

### **What information is in the Practitioner Profile?**

The Profile includes detailed information about the practitioner: fee structure, areas of the country and foreign countries in which the practitioner has worked, special capacities (e.g., reports, computer and web support, access to technical experts), details on up to five selected cases, training courses taken or provided, work and volunteer professional experience, a narrative section, language proficiency information, subjects in which the practitioner has education and professional experience, and the types of issues in which the practitioner has case experience.

### **Where does the information in the Practitioner Profile come from?**

The information comes directly from the application the practitioner submitted. Practitioners have direct access to their information for updating and revision. Any blank spaces or misspellings that may appear in the practitioner profile, appear because the profile information reflects exactly what the practitioner entered.

**What verification has been conducted?**

The Institute contacted references, only to verify some information on the application, on approximately 15% of the applications selected randomly and on some applications that required clarification. Also, the application is a federal form. Each practitioner acknowledged that providing false information could result in civil and criminal penalties.

**How should the information on the Practitioner Profile be used?**

The information is a starting point only and should not be used as the basis for selecting a neutral or a substitute for gathering additional information, contacting references, etc. Use the information to identify practitioners from whom you will request additional information. Detailed information about the process for choosing a neutral is available at <http://www.ecr.gov/roster/search/neutral.htm>. **Please provide "Choosing an Appropriate Neutral" to everyone participating in the selection process.**

**For further information, contact:**

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